



NASA/WVU IV&V Facility Policies and Procedures

Date: 06/22/2006

OUT-PROCESSING PROCEDURE FOR EMPLOYEES

The purpose of this document is to establish and maintain a documented procedure for Out-Processing employees from the NASA IV&V Facility.

This procedure applies to all personnel working at the NASA IV&V Facility or personnel accessing computer resources of the NASA IV&V Facility (either on-site or remotely).

Note: Both the Employee and the Employer have the responsibility to ensure that all government materials are returned to Security and Maintenance Services prior to the Employee leaving.

Procedure

1. The Employee shall download a copy of the Form 180-03C, NASA IV&V Out-Processing Form, from the IV&V Facility's Web Site at:
 - <http://www.ivv.nasa.gov/foremployees/documents/outprocessing.php>
2. The Employee shall electronically complete Sections 1 and 2 of the form and obtain initials from all of the designated officials described in Section 3. **Note: ALL DESIGNATED OFFICIALS MUST INITIAL! FAILURE TO PRODUCE PROPER INITIALS WILL RESULT IN REJECTION OF PAPERWORK!**
3. Upon the Employees last day, he/she shall present the completed form to Security and Maintenance Services.

Direct any questions regarding this policy / procedure to the NASA IV&V Facility O&M Manager